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Cover Letters & Resumes

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| **Across**  **7.** People who can attest to your abilities at work, school, on a job or character  **9.** Sentence that describe the desired job  **10.** Individuals who can attest to your abilities at work, school and in character  **11.** request an interview at the eployer's concenience; tells the employe you will call for his or her reation to the resume | **Down**  **1.** These make great references  **2.** Explains the reason for writing an dposition for which you are applying  **3.** shows the job held progress in a logical sequence toward the position seeking  **4.** displayed t the top of the first page with name, address, phone numbers and email adress  **5.** A brief summary of what you can contribute to the potential employer in letter form  **6.** Indicate how youcan meet an aimployer's particular needs using tow to three qualifications  **8.** A document that contains pwrsonal information, education, skills work experience and activities |

   references       Objective       first paragraph       resume       cover letter        middle paragraph       closing paragraph       chronological resume       Contact information       references       teacher, ex employer, counselor